TMS SELF-AUDITING GUIDELINES FOR LICENSED PROGRAM

Accurate, timely data submission is a condition of DBH treatment licensure. Each program is responsible for self-auditing their data to ensure data is entered timely and accurately. The following are guidelines for effective auditing of data entry.

1. **Self-auditing should be done at least monthly** in both the DACODS and DRS databases. It is up to the program director to make sure auditing is conducted regularly and designate who will be responsible for conducting auditing activities.

2. **DACODS should be completed on ALL substance use clients** at the time of admission. The DACODS/admission list should reflect the entire current substance use caseload for that site. MSO (Managed Service Organization) contracted programs may be submitting their DACODS directly to their MSO.

3. **Pull up the entire DACODS/admission list for each site**. Then sort by client last name or by admission date. Sorting can be done by clicking on the blue header at the top of the column. Review your list and discharge those clients that are no longer active. If newer clients are not on the list they should be added.

4. **A DRS should be entered on ALL DUI clients**. Clients should be entered into the DRS database upon admission. Any client in your program with an impaired driving offense must be entered into the DRS database. The DRS/admission list should reflect the entire current DUI caseload for that site. The DRS is ONLY for DUI clients, do not include DV, SSC or MIP. DUI includes DWAI, BUI and FUI offenders.

5. **DUI clients will have both a DACODS and a DRS entry**. The DACODS and DRS databases do not share information. Admission or discharge into one database does not admit or discharge in the other database. The data entry must be done separately in each database.

6. **Pull up the entire DRS/admission list for each site**. The default sort is by last name, however you can sort differently by clicking on any of the blue headers at the top of each column. Review your list and discharge those clients that are no longer active. If a client has not attended in 30 days they should be discharged. They can always be readmitted at a later time. If newer clients are not on the list they should be added.

7. **If the client has a current offense, they should complete a release of information** for the court/probation department in the judicial district where they had their offense. Then the judicial district can be entered and the PO will be able to view the DRS record.
Once admitted into DUI services a copy of the DRS admission should be printed and sent to probation to notify them of enrollment.

8. **To audit the judicial district (JD) field of current DUI clients.** Pull up the entire DRS/admission list for the site. Click on the judicial district header to sort the list of clients by judicial district. The clients who have not been assigned a JD, will come up first. Review this list of clients who have not been assigned a JD. Only clients who are attending for MVD only, are out of state offenders, or did not sign a release of information will have a blank JD.

9. **To audit the class/group field of current DUI clients,** go to the DRS search screen, type in class/group name, then click on the maintenance button. There is not a required way of naming a class/group. However, the key is being consistent at a given site. If a Monday DUI education group is named “mondayed” all clients in that group should have the same group name, spelled identically, including spaces. Other examples of group names might be “mon6-8”, “monMary”, “monL2ed”, or “L2ED530” etc.). Maintaining the correct class/group name is necessary in order to quickly update attended hours, attended weeks and elapsed weeks.

10. **The completed button must be selected when a client completes education** to ensure hours will not show up in the maintenance screen. Then enter the appropriate class/group name for the therapy group the client is scheduled to attend. Once the client is complete with therapy click on the “complete” button and discharge the client.

11. **Updating a class/group can be done in the maintenance or client search screen.** When updating the class/group, if a client did not attend treatment you will need to unselect their name in the maintenance screen before clicking on the update button to ensure the client does not get credit for treatment they did not attend. Hours, weeks, status and notes can be updated from this screen. (Don’t forget to click on “update” once information is entered). If there is more than one page of clients in the group, you will have to update the pages separately. Once the records have been updated go back to the name(s) that you unselected and select only those clients. You will enter 0 in the hours, 0 in the weeks and 1 in the elapsed field. Only the elapsed weeks will increase.

12. **Notes:** Enter any information that would be useful to the referral source. Used to further clarify status or report on progress. Include only information the referral source “needs to know”. Clinical information that might typically be included in the client’s chart that detail clinical progress are not appropriate to include in the notes section of the DRS due to confidentiality laws.

**TIPS:**

1. If you pull up a client list and the total number of records (bottom left side of your screen) says 500, you have reached the capacity of what TMS can bring up at one time. You will need to apply filters to your search, possibly performing multiple searches, in order to find or obtain a complete list.

2. For ideal viewing set your screen resolution to 1028 X 768.

3. To use the TMS print function make sure you have the most current version of Adobe and you have disabled your pop up blocker for TMS only. To download the free version of Adobe go to www.adobe.com

4. The DUI treatment directory is now listed under the TMS training tab. This is a complete list of licensed DUI programs that includes agency DRS #’s and is searchable.

5. Probation can only view the client record if the treatment provider has entered the appropriate judicial district.

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